

TOWN OF CHEVERLY, MARYLAND

OPERATING BUDGET

&

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2019

July 1, 2018 to June 30, 2019

MAYOR

Michael H. Callahan

TOWN COUNCIL

Ward 1	Laila Riazi
Ward 2	Robert Julian Ivey
Ward 3	Roswell 'RJ' Eldridge
Ward 4	Maurielle Stewart
Ward 5	Jenny Garcia
Ward 6	Elizabeth MacKenzie

TOWN ADMINISTRATOR	- David W. Warrington
TOWN TREASURER	- Melanie Friesen
TOWN CLERK	- Barbara Bibbs
DIRECTOR OF PUBLIC WORKS	- Juan L. Torres
CHIEF OF POLICE	- Harry Robshaw

FIVE YEAR BUDGET OVERVIEW

	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY 2018	Estimated Actual FY 2018	BUDGET FY 2019
REVENUES:					
Taxes	4,825,191	5,156,863	4,981,258	4,990,232	5,030,894
Licenses	177,794	277,677	210,550	234,050	218,090
Intergovernmental	237,840	176,640	255,700	155,750	304,700
Service Charges	8,507	23,443	8,500	55,900	9,300
Fines & Forfeitures	714,587	785,832	620,000	767,500	725,000
Interest & Dividends	3,089	12,204	7,500	22,500	15,000
Miscellaneous	52,346	117,786	22,600	31,000	22,600
TOTAL REVENUES:	6,019,354	6,550,445	6,106,108	6,256,932	6,325,584
EXPENDITURES:					
GENERAL GOVERNMENT:	1,056,544	1,092,296	1,557,610	1,396,831	1,604,833
PUBLIC SAFETY: Police & Code Enforce.	1,719,330	2,174,747	2,215,448	2,111,200	2,318,929
PUBLIC WORKS: Admin. & Divisions	2,416,271	2,751,320	3,039,834	2,849,610	3,616,558
TOTAL EXPENDITURES:	5,192,145	6,018,363	6,812,892	6,357,641	7,540,320
TOTAL CREDIT / (DEFICIT):	827,209	532,082	(706,784)	(100,709)	(1,214,736)
<i>Estimated Fund Balance subtotal</i>			2,323,305	2,929,380	1,714,644
OTHER FINANCING SOURCES:					
			0	0	0
LOAN/Bonds proceeds			0	0	0
	Audit / Actual	Audit / Actual	Estimated Balance	Estimated Balance	Estimated Balance
FUND BALANCE - June 30:	2,498,007	3,030,089	2,323,305	2,929,380	1,714,644

NOTES:

LOAN payback included in total CIP:		109,510	107,950	109,510

REVENUE BY SOURCE

		AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY 2018	ESTIM. ACTUAL FY 2018	BUDGET FY 2019
<u>TAXES:</u>						
01-10-1100	REAL ESTATE [Single, Multi-Family, Commercial]	3,191,538	3,320,884	3,468,392	3,468,392	3,469,054
01-10-1400	Personal Property, Utilities	119,929	120,506	121,500	121,500	121,500
01-10-1500	Personal Property, Business	439,471	405,044	380,000	380,000	380,000
01-10-1600	Penalties & Interest	14,575	19,605	1,000	0	0
01-10-1700	Local Income	805,924	981,848	750,000	750,000	800,000
01-10-1800	Hotel/Motel Tax	100,367	133,895	100,000	110,000	100,000
01-10-1910	Highway Users Tax (HUR)	152,047	150,495	159,000	159,000	159,000
01-10-1920	Taxes, Bank Stock Tax	1,340	1,366	1,340	1,340	1,340
01-10-1930	Liens	0	23,220	26	0	0
		4,825,191	5,156,863	4,981,258	4,990,232	5,030,894
<u>LICENSES & PERMITS</u>						
01-20-2000	Traders Licenses	106	50	50	50	50
01-20-2100	Building Permits	5,844	2,239	2,000	2,800	2,000
01-20-2200	Residential Business Licenses	2,498	2,318	500	1,200	1,040
01-20-2300	Rental Housing Licenses	11,145	113,650	75,000	75,000	75,000
01-20-2400	Cable Television franchise fees	158,201	159,420	133,000	155,000	140,000
		177,794	277,677	210,550	234,050	218,090
<u>INTERGOVERNMENTAL:</u>						
01-30-1000	CDBG	0	0	0	0	0
01-30-1200	Police Protection (Mun. & Reg)	108,710	102,139	90,000	90,000	114,000
01-30-1300	Program Open Space [POS]	59,837	23,138	33,000	39,750	58,000
01-30-1400	Financial Corporation	0	0	0	0	0
01-30-1500	Disposal Fee Rebate	18,840	18,840	18,700	18,700	18,700
01-30-1600	Police Supplement	0	0	0	2,300	0
01-30-1725	Highway Safety Grant (Smooth Operator)	5,320	2,523	7,000	5,000	7,000
01-30-1750	Federal Grant (COPS)	45,133	0	0	0	0
01-30-1825	Federal Grant (DOJ)	0	0	0	0	0
01-30-1900	State Grants	0	0	0	0	0
01-30-1925	Misc. Grants (STORM)	0	30,000	107,000	0	107,000
		237,840	176,640	255,700	155,750	304,700
<u>SERVICES CHARGES:</u>						
01-35-1000	Residential Parking Stickers	425	1,231	1,100	1,200	1,200
01-35-1100	Special Trash/Appliance Pickups	2,430	1,985	2,000	2,000	2,000
01-35-1200	Lot Maintenance (Private Property)	750	14,728	1,000	48,000	1,500
01-35-1300	Park Pavilion Reservation Fees	1,930	2,269	1,400	1,700	1,600
01-35-1400	Mulch Delivery Fee / Sign Fees	2,972	3,230	3,000	3,000	3,000
		8,507	23,443	8,500	55,900	9,300
<u>FINES & FORFEITURES:</u>						
01-40-1000	Parking Tickets	12,424	24,415	7,000	18,000	10,000
01-40-1100	Municipal Infractions	2,725	5,348	1,000	8,500	3,000
01-40-1200	Red Light Camera Enforcement	687,905	722,664	600,000	725,000	700,000
01-40-1300	Speed Camera Enforcement	11,533	33,405	12,000	16,000	12,000
		714,587	785,832	620,000	767,500	725,000
01-45-1000	<u>INTEREST & DIVIDENDS:</u>	3,089	12,204	7,500	22,500	15,000
<u>MISCELLANEOUS:</u>						
01-45-1100	Sale Fixed Assets	0	16,359	1,000	1,000	1,000
01-45-1200	Insurance Proceeds Revenue	22,355	66,750	0	0	0
01-45-1300	Misc.(copies,fax,reports,veh releases)	6,192	10,878	20,000	28,000	20,000
01-45-1310	Other Police Revenue	18,253	19,698	0	0	0
01-45-1325	Misc Grants	0	0	0	0	0
01-45-1400	Vending Machine & Pay Phone	1,351	1,626	1,500	1,700	1,500
01-45-1500	Compost/Rain Barrels	4,195	2,475	100	300	100
01-45-1600	Metro Pass Sales/	0	0	0	0	0
01-45-1900	Urban Renewal (Prop Resale)-see below also	0	0	0	0	0
		52,346	117,786	22,600	31,000	22,600
Total Revenues		6,019,354	6,550,445	6,106,108	6,256,932	6,325,584
<u>Other Revenue Sources</u>						
01-45-1900	Property Resale (5807 Annapolis Rd)	0	0		0	
01-45-1950	BOND SALE (loan deposit)					
GRAND TOTAL		6,019,354	6,550,445	6,106,108	6,256,932	6,325,584

EXPENDITURE LINE ITEM TOTALS

		AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
page 3	GEN GOV - Misc. Activities / Divisions:					
	Contractual-Consulting Services	112,413	94,921	224,000	180,000	335,000
	Non-Departmental-Miscellaneous	355,897	427,486	558,800	642,700	612,800
	Animal / Insect Control	1,002	820	1,000	800	1,000
	Cable - Government Channel	15,067	20,403	16,500	16,446	16,500
page 6	GEN GOV - MAYOR & COUNCIL	114,239	120,163	151,000	93,170	120,900
page 9	GEN GOV - ADMINISTRATION	314,560	287,556	437,300	311,330	347,533
page 10	GEN GOV - Appointed Committee	33,856	30,092	59,500	40,400	63,200
	- Debt Service	109,510	110,855	109,510	111,985	107,900
		1,056,544	1,092,296	1,557,610	1,396,831	1,604,833
page 13	PUB SAFETY - POLICE & Code E	1,719,330	2,174,747	2,215,448	2,111,200	2,318,929
page 16	PUBLIC WORKS. - Administration	1,587,744	1,596,369	1,911,834	1,747,610	2,114,408
page 19	PUBLIC WORKS. - Divisions	828,527	1,154,951	1,128,000	1,102,000	1,502,150
		2,416,271	2,751,320	3,039,834	2,849,610	3,616,558
	TOTAL EXPENDITURES	5,192,145	6,018,363	6,812,892	6,357,641	7,540,320
page 20	CAPITAL OUTLAYS included in dept. exp	633,704	1,301,336	1,207,510	1,189,885	1,850,450

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

VARIOUS ACTIVITIES / DIVISIONS

CONSULTING / CONTRACTUAL SERVICES: The Town contracts for various consulting services. Some services supplement the expertise of the staff and require technical expertise (includes: auditor; attorney, MDAR Administrative Cost Fee, software support, accounting support, landscaping, etc.).

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

Two New Contract Positions (Economic Development Contractor & Translation Contractor)

NON-DEPARTMENTAL / MISCELLANEOUS: Several areas of General Government Expenditures are not associated with a specific department.

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

ANIMAL & INSECT CONTROL PROGRAMS: Animal Control is coordinated with the County Animal Control Commission and Facility with assistance from the Code Enforcement Officer and the Police. Insect Control measures include contractual spraying for mosquitoes and other pests (i.e.: gypsy moth, cankerworm, etc.) when necessary, with assistance from county and state programs.

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

CABLE TELEVISION GOVERNMENT CHANNEL (35) & (71): These allocations provide for the town's cable television government channel. The Town runs 24 hours a day information pages, and provides live cable coverage of all regular council meetings. The character generator information pages are kept up-to-date by town staff. The set-up and broadcast of town meetings is handled by the Town Administrator and some Public Works staff. The hearing impaired signer expenses and I-Net expenses are contained in this account.

Highlights from past Fiscal Year:

Joined the Municipal Cable Television Coalition.

Plans for the BUDGET Fiscal Year:

Renegotiate the Comcast Franchise Agreement.

Significant Budget Changes:

I-Net services.

ITEM NARRATIVE

GENERAL GOVERNMENT

VARIOUS ACTIVITIES / DIVISIONS

CONSULTING / CONTRACTUAL SERVICES

Auditor: Includes contract costs for an annual audit, which includes a review of the financial transactions as well as recommendations for improved financial practices.

Legal Counsel - Retainer: Includes the drafting and review of all Town Ordinances and Resolutions for legal sufficiency. Consultations regarding the legality of actions, proposed contracts and procedures.

Legal Counsel - Other: Allows for retaining additional counsel when necessary to either assist the town attorney or provide specialized counsel. To have legal descriptions prepared for annexations.

Computer Support: Software support on an hourly basis (\$100/hour) and for off site back-up (\$1,600 for 3 years).

Computer Accounting Support: Software and technical support on an hourly basis (\$100/hour)

Landscaping Contract: Allows for 3 rotations of plants at designated locations, and town hall lobby holiday decorating. Additional Landscape Architecture Services and Plantings.

Contract Employee: This is a one year contract to address the issues defined by the Mayor and Council.

Contract Employee: This is a one year contract for translation of publications to Spanish.

NON-DEPARTMENTAL - MISCELLANEOUS

Municipal Building Supplies & Maintenance: Purchase of cleaning supplies and other items for the operation of all municipal buildings.

Municipal Building Utilities: All municipal building utilities (water, gas, electric).

Municipal Building Liability Insurance: (Boiler/Mach/Prop/Excess/Environ).

ANIMAL & INSECT CONTROL PROGRAMS

Material & Supplies: Forms, animal control devices, etc.

Spraying Services: Contractual spraying (i.e. mosquitoes, Gypsy Moths, cankerworms, etc...)

CABLE TELEVISION GOVERNMENT CHANNEL

Materials, Supplies & Minor Equipment: Supplies and consumable items (such as tapes, repairs, etc.)

Professional Services: Provides for hearing impaired interpretation (signers) at Council meetings, and other events; transcription and streaming of town meeting minutes; contracted productions; technical consultants, Swagit internet posting services for Town Meetings, I-Net expenditures, etc.

Capital Outlay: Major equipment purchases.

GENERAL GOVERNMENT ACTIVITIES / DIVISIONS

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
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CONTRACTURAL - CONSULTING SERVICES

01-02-7500	Auditors	24,618	24,655	22,000	20,000	22,000
01-02-7510	Legal Counsel - Retainer Fees	28,775	11,402	40,000	30,000	40,000
01-02-7520	Legal Counsel - Other	22,805	17,336	10,000	7,000	10,000
01-02-7530	Computer Support / Accounting Con	25,755	34,798	34,000	35,000	35,000
01-02-7540	Arborist Consultant	0	0	20,000	0	20,000
01-02-7550	Landscaping / Holiday Decorating C	10,460	6,730	33,000	48,000	8,000
01-02-7555	Contract Employees			65,000	0	200,000
01-02-7560	Consultant		0	0	40,000	0
01-02-7565		0	0	0	0	0
Total Contractual Services		112,413	94,921	224,000	180,000	335,000

NON-DEPARTMENTAL - MISCELLANEOUS

01-03-0010	Municipal Bldg Supplies & Maintena	13,210	48,070	35,000	35,000	35,000
01-03-0020	Municipal Building Utilities	31,272	31,369	30,000	30,000	30,000
01-03-0030	Mun. Bldg. General Liability Insuran	4,014	5,228	5,500	5,000	52,000
01-03-0040	Vending Machine	1,860	2,076	1,700	1,700	1,800
01-03-0050	Metro Fare Cards	0	0	0	0	0
01-03-0060	Red Light Camera Contractor	299,804	319,439	270,000	300,000	300,000
01-03-0070	Speed Camera Contractor	5,737	21,304	3,400	11,000	9,000
01-03-0080	State Camera Revenue	0	0	0	0	0
01-03-0090	MD Retirement Admin Fees		0	8,200	10,000	10,000
01-09-9000	Municipal Building Capital Outlay	0	0	205,000	250,000	175,000 CIP
01-09-9010	ADA Compliance			0	0	0 CIP
Total Non-Departmental		355,897	427,486	558,800	642,700	612,800

ANIMAL & INSECT CONTROL PROGRAMS

01-04-4000	Materials & Supplies	0	7	200	0	200
01-04-6050	Mosquito Control	1,002	813	800	800	800
01-04-6060	Catepillar Control	0	0	0	0	0
Total Animal & Insect Control		1,002	820	1,000	800	1,000

CABLE TELEVISION GOVERNMENT CHANNEL (71B)

01-05-4000	Supplies & Equipment	0	438	500	546	500
01-05-7410	Professional Services	15,067	19,965	15,000	15,000	15,000
01-09-9160	Equipment (Capital Outlay)	0	0	1,000	900	1,000 CIP
Total Cable Television		15,067	20,403	16,500	16,446	16,500

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

MAYOR & COUNCIL

Description

The Mayor and Council is the governing body of the Town, elected by, and responsible to the residents for the operation of the Town. The Mayor and Council are responsible for municipal policies. The Council appoints the Town Administrator, Department Heads, Town Attorney, the Board of Election Supervisors, all standing advisory committees, special task force groups and study committees.

Highlights from past Fiscal Year

Adopted Charter Amendments, Ordinances and Resolutions. Continue strong emphasis on quality development and improvement of Town facilities.

Plans for the BUDGET Fiscal Year

New constituent software program.

Significant Budget Changes

DETAIL - Personnel Services	BUDGET YR
Position	SALARY
Mayor	3,600
Ward 1 councilmember	2,400
Ward 2 councilmember	2,400
Ward 3 councilmember	2,400
Ward 4 councilmember	2,400
Ward 5 councilmember	2,400
Ward 6 councilmember	2,400
	<u>18,000</u>

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

MAYOR & COUNCIL

Official Expenses

Expense Account for Mayor (\$75/per quarter) and Council (\$50/per quarter).

Travel and Training

Mayor and Council attendance at the annual Maryland Municipal League Convention, and the fall Legislative Conference policy committees, Fraternal Order of Police functions, State Agency Hearings, PGCMA legislative functions, Human Resources banquet, MML meetings, and County sponsored functions. Also includes funds for meeting sponsored by the Mayor and Council with State and County officials and other municipalities, and other Mayor & Council designated items.

Insurance

Provides for liability coverage in the event of litigation. Also provides for bonding of Town Administrator, Town Treasurer.

Miscellaneous Materials & Supplies

Includes such incidental expenses such as floral arrangements, picture frames, gifts, awards, Xmas cards and holiday tree lighting festivities, etc.

Urban Renewal

Includes appraisals, legal descriptions, court costs, demolition costs and purchase costs for properties under the Town's urban renewal plan.

Newsletter

Staff produces a camera ready product. Costs include printing and bulk mail postage for 12 mailings per year.

Public Information

Printing costs for Town Code supplements, Maryland State Code supplements, bid ads, RFP'S, legal notices, fair summaries, and informational brochures for the public. Includes new constituent software program costs (\$2,500). Also includes internet and web page maintenance. Includes funding for website design/upgrade.

Subscriptions and Memberships

Maryland Municipal League, Prince George's County Municipal Association, Maryland Mayor's Assn., Arbor Day Foundation, Public Service Commission of Maryland, etc..

Elections

To provide for public notification, election supervisors, rental of machines and other costs associated with the operation of the election.

MAYOR & TOWN COUNCIL

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
<u>Personnel Services</u>						
01-06-1000	Salaries and Wages	18,000	18,000	18,000	18,000	18,000
	Staff Bonuses (expensed by Dept.)			10,000	0	10,000
01-06-1100	Retirement	2,108	2,000	2,500	2,500	2,500
01-06-1300	Social Security (7.65%)	1,377	1,194	1,400	1,400	1,400
01-06-1700	Official Expenses	1,335	1,500	2,000	1,400	2,000
01-06-1800	Constituent Service System			15,000	0	3,000
<u>Travel and Training</u>						
01-06-2000	Meeting Attendance	10,850	16,089	13,000	13,000	13,000
<u>Insurance</u>						
01-06-3000	Public Officials Liability	11,265	11,958	12,500	15,000	15,000
<u>Miscellaneous</u>						
01-06-4000	Materials, Supplies & Equip.	991	1,863	2,000	800	2,000
01-06-4010	Newsletter	17,515	21,265	25,000	20,000	25,000
01-06-4020	Public Information	15,965	12,192	15,000	13,000	18,000
01-06-4030	Annexation Rebate	24,921	23,290	25,000	0	0
01-06-4040	Urban Renewal	0	0	0		0
<u>Subscriptions & Memberships</u>						
01-06-5000	Public Officials Associations	8,704	9,507	9,600	8,000	9,000
<u>Municipal Elections</u>						
01-06-6000	Election Expenses	1,208	1,305	0	70	2,000
Total Mayor & Town Council		114,239	120,163	151,000	93,170	120,900

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

ADMINISTRATION OFFICE

Description

The Town Administrator oversees the day to day operations and administrative offices, which includes the positions of Town Clerk and Town Treasurer. This office is responsible for personnel management; the effective management of all financial and administrative actions of the Town; implementing all policy matters established by the Mayor and Council and enforcement of all Town Ordinances. The Town Administrator is the Chief Administrative Officer and takes direction by action of the Council or the Mayor. The Town Administrator is responsible for preparing annual evaluations of the Chief of Police and Director of Public Works to be submitted to the Mayor and Council for review.

Highlights from past Fiscal Year

Continued work on the POS improvements of the Town Park Master Plan.

Plans for BUDGET Fiscal Year

Address the priorities established by the Mayor and Council.

Significant Budget Changes

Updated CPU for Town Treasurer \$2,000

DETAIL - Personnel Services	Current or possible	BUDGET YR
Position	classification	SALARY
Town Administrator	unclassified	129,366
Town Treasurer (part-time)	12B	30,000
Town Clerk	12L1	65,817
		225,183

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

ADMINISTRATION OFFICE

Travel and Training

Provides for attendance at seminars, area meetings concerning administrative and legislative matters as well as inter-agency relations including MNCPPC, WSSC, MML, County and State meetings. Includes monthly municipal administrator's meetings and annual ICMA conference.

Retirement Enhancement

Approved matching funds for volunteer ICMA Retirement participation.

Recruitment and Advertising

Advertising for all vacant positions.

Employee Assistance Program

To provide assistance and counseling to employees -- examples include the offering of Hepatitis B Series Vaccine, annual flu shots and measures to help employees stop smoking. Also includes physical examinations and drug screenings for employees and applicants for employment.

Office Equipment Maintenance

Routine maintenance and emergency repair of office equipment such as: computers, typewriters, adding machines, copier, service & maintenance contracts for equipment, etc.

Auto Insurance

Coverage for Administrator's vehicle and excess auto liability. Also includes LGIT Environmental Insurance for Underground Fuel Tank Storage.

Materials, Supplies & Equipment

Supplies and minor equipment incidental to the daily operation of the office. Unforeseen expenses to be incurred.

Miscellaneous

Purchase of coffee, filters and other supplies.

Subscriptions and Memberships

Dues to ICMA; subscriptions to any journals or newspapers; MMCA-MD Municipal Clerk's Assn., Notary Commissions, BJ's Club card administration fee, Amex, Visa, etc.

Capital Outlay - Office

Purchase and replacement of major office furniture and equipment.

ADMINISTRATIVE DIVISION

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
<u>Personnel Services</u>						
01-07-1000	Salaries and Wages	206,703	191,618	283,850	200,000	225,183
01-07-1000	Overtime					
01-07-1100	Retirement	19,390	18,038	40,000	25,000	32,000
01-07-1200	Workmen's Comp.	14,633	7,891	15,000	10,000	10,000
01-07-1300	Social Security (7.65%)	16,090	17,792	22,000	18,000	17,500
01-07-1400	Hospitalization	25,052	22,286	35,000	20,000	25,000
01-07-1500	Life Insurance/Long Term Dis.	1,045	3,172	2,000	1,400	2,000
01-07-1600	Unemployment	0	55	150	0	150
<u>Staff Development</u>						
01-07-2000	Travel and Training	88	185	2,000	310	2,000
<u>Insurance Costs</u>						
01-07-3010	Auto Insurance/Excess Auto Liabilit	3,212	3,000	3,000	3,000	3,000
<u>Commodities</u>						
01-07-4000	Materials, Supplies & Equipment	4,426	4,661	7,000	9,000	6,000
01-07-4010	Miscellaneous	999	997	2,000	1,000	2,000
01-07-4020	Banking Fees	2,734	40	3,300	100	200
<u>Other Charges</u>						
01-07-5000	Subscriptions & Memberships	1,051	1,267	1,500	1,220	1,500
01-07-5010	Consultant	0	0	0	0	0
<u>Contractual Services</u>						
01-07-6010	Recruitment and Advertising	487	1,317	1,500	1,700	2,000
01-07-6020	Employee Assistance Program	5,333	2,713	3,000	800	3,000
01-07-6030	Telephone	6,291	3,322	5,000	5,000	5,000
01-07-6040	Office Equipment Maintenance	1,466	3,405	4,000	800	4,000
01-07-6050	Postage	5,560	5,797	7,000	7,000	7,000
<u>Capital Outlay</u>						
01-09-9150	Equipment Replacement			0	7,000	0 CIP
01-09-91	Vehicle Replacement			0	0	0 CIP
Total Administrative Division						
		314,560	287,556	437,300	311,330	347,533

COMMITTEES / DEBT SERVICE

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
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COMMITTEES OF TOWN COUNCIL

01-08-7000	Cheverly Day Comm. (Fireworks, De	11,925	12,747	15,000	15,000	15,000
01-08-7100	Cheverly Planning Board	1,000	0	500	0	500
01-08-7200	Cheverly Parks & Grounds Committ	0	0	500	0	500
01-08-7300	Youth Program	0	0	1,000	0	1,000
01-08-7400	Recreation Council	3,000	3,000	3,000	3,000	3,000
01-08-7500	CPACT(Cheverly-Citizens & Police	3,757	4,255	4,000	4,500	5,200
01-08-7600	GRANTS(Cheverly-Day,Peace,Sch	5,375	7,090	10,000	8,000	10,000
01-08-7700	Technology & Comm. Comm.	3,393	3,000	25,000	3,000	3,000
01-08-7800	Composting & Recylcing Bins	5,406	0	500	6,900	25,000
Total Committees		33,856	30,092	59,500	40,400	63,200

DEBT SERVICE - BOND / LOAN EXPENSES

	Municipal Bond Interest Payment	109,510	110,855	85,000	95,000	95,000
	Municipal Bond Principal Payment			24,510	16,985	12,900
	Bond Issue Expenses					
01-09-9100	Accrued Payment Due	109,510	110,855	109,510	111,985	107,900

CIP

BUDGET ACTIVITY DETAIL

PUBLIC SAFETY

POLICE DEPARTMENT

Description

The Police Department is responsible for the protection of life and property, deterring crime, arresting law breakers, and for improving the quality of life for all Cheverly residents. The enforcement of traffic regulations, the investigation of criminal offenses, the collection of evidence, and providing testimony in court proceedings are directly related to these primary functions. In addition, the Department is also responsible for the operation of the Photo Enforcement Unit and the activities of the Code Enforcement Officer. Both of these activities are designed to enhance the safety of the community while enforcing laws and regulations necessary to maintain an environment of growth.

Highlights From the Past Year

Violent crime continues its downward trend of the last five years while property crime has edged up. The rise in property crime is attributable principally to theft from auto and shoplifting. Theft and the related crime of vandalism accounted for approximately 70 percent of all crime in Cheverly. During the calendar year of 2017, the Department made 788 arrests for criminal and civil violations as well as open warrants, 40 of which were full custody. In addition, the Department wrote 2,958 traffic citations, 3,038 warnings, 705 Equipment Repairs Orders, and 422 Town citations. Code Enforcement also contributed 571 notices of violation, 123 Municipal Infractions, and 644 rental inspections. Along with enforcement, the Department also conducted 2,276 house and area checks and made 125 Elder Watch visits.

Plans for the Budget Fiscal Year

The Department is ready to introduce its new crime reduction strategy that stresses a strong partnership with the community and strong interaction between Department members and residents. The extension of "Team Cheverly", Chief's Advisory Board and "Street Meets" will be expanded to develop citizen involvement in crime reduction and foster greater confidence in the police/resident team.

Significant Budget Changes

Includes the purchase of 3 new police vehicles.

DETAIL - Personnel Services	Current or possible	BUDGET YR
Position	classification	SALARY
Chief of Police	unclassified	105,262
Lieutenant	LT	FROZEN
Sergeant	SGT-D	81,820
Sergeant	SGT-D	81,820
Police Officer	III-A	65,805
Police Officer	II-D	64,515
Police Officer	II-C	63,250
Police Officer	I-A	54,812
Police Officer	II-A	59,057
Police Officer	I-A	54,812
Police Officer	I-B	56,785
Police Officer	I-B	56,785
Police Officer	I-A	54,812
Police Officer	I-A	54,812
Police Officer	I-A	54,812
Police Officer	I-A	54,812
Police Officer	I-A	54,812
Police Clerk	6-C	38,909
Admin Asst. (part-time)	8-A pt	30,000
Automation Admin	13-G	68,054
Code Enforcement Officer	9-L2	57,805
		<u>1,162,984</u>

LINE ITEM NARRATIVE

PUBLIC SAFETY

POLICE DEPARTMENT

Training & Travel

Job related meetings and seminars, in service re-certification, FOP banquet, and Code Enforcement meetings. Includes the MML Conference and the Maryland Police/Sheriff Conference.

Tuition Assistance

Tuition reimbursements for authorized, job related courses. Academy training expenses.

Materials, Supplies and Equipment

Cost of literature, report forms, and consumable items necessary for program operation. (Includes costs for National Night Out.)

Equipment

Flashlights, batons, ammunition, guns, etc.

Miscellaneous

Neighborhood Watch, Community Policing Supplies, etc.

Subscriptions & Memberships

Subscriptions to professional journals/organizations include: PG Chief's Assoc.; IACP; MML Chief's membership ; Maryland Chief's Association.

Applicant Screening

Applicant physicals, psychological screening, drug screening and polygraph.

Wireless Communications

Telephone expenses for the police building. On-board wireless communications allowing calls to be viewed via computer (\$50/month per computer).

Specialized Services

Repair and calibration of radar equipment. Radio maintenance and repair. County computer rental and tie-in to County system. Towing of donated vehicles.

Traffic Control

Payment to SHA for light at Route 201 & Lydell Road. Ticket books, film/developing, etc. Red-Light Camera operating supplies and speed camera.

Residential Parking Zones

Parking Zone signs, stickers, forms, etc.

Auto Repair & Maintenance

Auto repair and maintenance includes Emission testing, etc.

Capital Outlay - Equipment Replacement

Details can be found on noted Capital Improvement Program pages. The CIP Equipment Replacement account is for items over \$500 that is needed for departmental operations.

POLICE DEPARTMENT

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
<u>Personnel Services</u>						
01-11-1000	Salaries and Wages	895,759	1,105,422	1,123,248	1,100,000	1,167,229
01-11-1000	Overtime	74,403		50,000	70000*	50,000
01-11-1100	Retirement	93,156	89,185	205,000	190,000	200,000
01-11-1200	Workmen's Comp.	119,539	129,278	171,000	150,000	171,000
01-11-1300	Social Security (7.65%)	74,254	79,476	88,000	85,000	90,000
01-11-1400	Hospitalization	112,038	121,032	150,000	125,000	150,000
01-11-1500	Life Insurance/Long Term Dis.	6,453	5,857	10,000	9,000	10,000
01-11-1600	Unemployment	1,290	1,065	200	0	200
<u>Staff Development</u>						
01-11-2000	Training/Travel	3,455	14,929	12,000	17,000	17,000
01-11-2100	Tuition Assistance	15,736	16,851	15,000	18,000	18,000
<u>Insurance Costs</u>						
01-11-3000	Police Liability Insurance	18,874	22,050	24,000	22,500	24,000
01-11-3010	Auto Insurance	13,017	11,482	14,000	17,100	19,000
<u>Commodities</u>						
01-11-4000	Materials Supplies and Equipment	9,101	12,174	20,000	16,000	20,000
01-11-4010	Miscellaneous	2,157	374	2,000	500	2,000
01-11-4020	Equipment	60,698	28,754	25,000	25,000	25,000
01-11-4050	Credit Card Fees	2,690	4,998	4,000	4,100	4,500
<u>Subscriptions & Memberships</u>						
01-11-5000	Chiefs Association	966	600	600	600	600
<u>Professional Services</u>						
01-11-6040	Uniforms	23,998	18,882	25,000	23,000	25,000
01-11-6050	Applicant Screening	7,201	3,508	3,000	6,000	6,000
01-11-6060	Specialized Services	2,002	6,691	8,500	8,000	8,500
01-11-6100	Equipment Maintenance	1,421	3,936	1,500	1,500	1,500
<u>Operating Costs</u>						
01-11-6070	Traffic Control	5,970	7,249	5,000	13,000	6,000
01-11-6080	Residential Parking Zones	699	813	900	900	900
01-11-6090	Auto Repair	73,441	77,668	30,000	45,000	35,000
01-11-6110	Building Utilities	7,557	8,636	10,000	12,000	12,000
01-11-4040	Telephone	9,203	9,407	9,000	9,000	9,000
01-11-6030	Telephone/Wireless Comm.	11,161	11,164	8,500	12,000	12,000
<u>Capital Outlay</u>						
01-09-9120	Building / Facilities	0	0		0	CIP
01-09-9130	Vehicle Replacement	63,600	168,695	150,000	150,000	CIP
01-09-9170	Equipment / Furnishings	9,491	214,571	50,000	51,000	CIP
Total Police Department						
		1,719,330	2,174,747	2,215,448	2,111,200	2,318,929

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Description: PW-Administration is responsible for the maintenance of all town infrastructures and its contents, as well as, grounds, streets, parks and fleet equipment; collection of garbage, special trash and recyclables; fall leaf collection; snow & ice removal, construction contract administration. It is also responsible for employee safety and training.

Highlights from past Fiscal Year: Collected over 292 tons of mixed recycling and 258 tons of yard waste. Collected over 2 pallets of electronic equipment and 39 appliances. Delivered 11 loads of leaf mulch to residents. Planted over 70 new trees throughout the Town. Rented a bucket truck for three months to trim and cut trees and branches. Rebuilt a section of Forest Road. Installed a retaining wall at Town Park. Repaired the retaining wall at Gast Park. Purchased a new skid steer.

Plans for the BUDGET Fiscal Year: Repair curbs, gutters, and sidewalks as funded. Improve response to maintenance issues. Continue to work towards a proactive department in support of the Mayor and Council's directives.

Significant Budget Changes:

Includes the second lease-purchase payment for a backhoe and truck purchase.

DETAIL - Personnel Services		Current or possible	BUDGET YR
	Position	classification	SALARY
ADMIN:	Director of Public Works	unclassified	107,034
	Supervisor	12H	65,817
	Secretary	6B	37,776
	Custodian (part-time-25hrs/wk)	2F	22,000
	Custodian (part-time-20hrs/wk)	2L2	24,000
GARAGE:	Master Mechanic	9L2	57,805
	Assistant Mechanic / Laborer	7H	46,639
MAINTENANCE:	Equipment Operator	11H	61,800
	Streets Equipment Operator	11H	61,800
	Equipment Operator	11E	56,565
	& Lead Worker / Foreman	7A	39,060
	Lead Laborer	5B	35,471
	Parks Laborer	4L2	42,191
	Laborer	4L1	40,962
	Laborer	4B	33,306
	Laborer	4B	33,306
	Laborer	4E	36,397
	Laborer	4D	35,334
	Equipment Operator	11L2	65,564
SANITATION:	Laborer-Task	4C	34,305
	Laborer-Task	4L2	42,191
	Laborer-Task	4L2	42,191
	Laborer-Task	4B	33,306
			<u>1,054,808</u>

LINE ITEM NARRATIVE

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Overtime

Includes costs related to Cheverly Day and unforeseen hours due to equipment failure or winter snowfall.

Retirement Enhancement

Approved matching funds for volunteer ICMA Retirement participation.

Travel & Training

Essential employee training; workshops; conferences; reimbursement for commercial training in order to comply with new Maryland State Laws and/or cost of obtaining a Class CDL license; MD Tech training; LGIT seminars.

Material, Supplies and Equipment

Supplies and minor equipment incidental to the daily operation of the office. Custodial supplies (cleaning equipment, paper products, soap, light bulbs, etc.)

Miscellaneous

Reimbursable items, etc.

Subscriptions & Memberships

American Public Works Association.

Uniforms/Safety Gear

Rental of uniforms; purchase of safety glasses, steel toe shoes, leather palm gloves, safety vests, and rain gear.

Lot Maintenance

Funding for private contractors to mow grass, clean and clear lots that are neglected by residents. These costs are recouped from the property owner.

Security System

Off premises monitoring of the Police Station fire system and security cameras.

Capital Outlay - Equipment Replacement

Details can be found on noted Capital Improvement Program pages. The CIP Equipment Replacement account is for items over \$500 that is needed for departmental operations.

PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
<u>Personnel Services</u>						
01-12-1000	Salaries and Wages	867,267	953,616	1,018,574	950,000	1,054,808
01-12-1000	Overtime	30,331		8,000		8,000
01-12-1100	Retirement	96,107	91,189	124,000	120,000	139,000
01-12-1200	Workmen's Comp.	109,815	51,935	90,000	50,000	50,000
01-12-1300	Social Security (7.65%)	68,478	70,679	74,000	68,900	80,700
01-12-1400	Hospitalization	214,656	228,564	230,000	200,000	230,000
01-12-1500	Life Insurance/Long Term Dis.	4,855	3,357	8,000	7,000	8,000
01-12-1600	Unemployment	9,461	165	2,000	110	2,000
<u>Staff Development</u>						
01-12-2000	Travel & Training	748	127	1,000	200	1,000
<u>Insurance Costs</u>						
01-12-3010	Auto Insurance/Fuel Tanks	10,902	12,967	13,000	15,000	17,000
<u>Commodities</u>						
01-12-4000	Materials, Supplies and Equipment	6,775	4,884	7,000	4,000	7,000
01-12-4010	Miscellaneous	846	671	1,000	4,000	1,000
<u>Other Charges</u>						
01-12-5000	Subscription & Memberships	156	125	160	200	200
<u>Professional Services</u>						
01-12-6040	Uniforms/Safety Gear	22,296	29,600	25,000	27,000	27,000
01-12-6070	Lot Maintenance (Private Property)	6,350	6,867	5,000	10,000	65,000
01-12-6080	Security System	842	1,379	1,100	700	1,100
01-12-6090	Radio Repair	1,223	922	1,000	2,500	1,000
<u>CAPITAL OUTLAY</u>						
01-09-9060	Buildings/Facilities/Yard	19,096	6,500	88,000	72,000	211,000 CIP
01-09-9070	Recycling/Compost Facility	0		0	0	0 CIP
01-09-9140	Vehicle Replacement-3 yr 2/pur	117,540	79,853	176,500	177,000	184,000 CIP
01-09-9180	Equipment Replacement		52,969	38,500	39,000	26,600 CIP
01-09-9110	CDBG-ADA Accessibility Retrofit	0	0	0	0	0 CIP
Total Public Works Administration						
		1,587,744	1,596,369	1,911,834	1,747,610	2,114,408

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

DIVISION SERVICES

Description:

These divisions of the Public Works Department provide the following services.

Street Division: provides maintenance and reconstruction as needed to the entire Town's roads, sidewalks, curbs, etc. Additional services include, paint stripping, sign maintenance, repair and installation, leaf collection, snow removal, etc.

Stormwater Management: provides inlet and storm sewer cleaning as well as cleaning and mowing of grass drainage areas.

Parks Division: responsible for mowing, fertilizing, weeding, tree planting and maintenance of all parks & public right-of-ways, ballfield maintenance and installation of equipment.

Garage Division: responsible for the maintenance of all gasoline and diesel equipment and machinery, including but not limited to engine repairs, hydraulic system repairs, tune ups, electrical system repairs, brake system overhauls, maintenance record upkeep, etc.

Sanitation Division: responsible for collection and disposal of the Town's solid waste from more than 1500 units twice weekly; bulky trash pickup and mixed paper recycling, and other recycling commodities.

LINE ITEM NARRATIVE

PUBLIC WORKS DEPARTMENT

DIVISION SERVICES

Street Repair: Includes rental of specialized equipment for the removal or installation of concrete for repairing streets or stormdrains.

Subcontract Work: Street sweeping, and other work beyond the capabilities of the Public Works staff and/or equipment. Contracted services for curb and gutter.

Snow/Ice Removal: Purchase of salt and other materials for snow removal; also includes \$10 meal allowance for employees during evening snow removal.

Tree Service: Contract tree trimming and removal; stump removal; purchase of trees; tree specialists.

Park Supplies: Supplies for routine repairs to existing equipment (wood for picnic tables, basketball nets, etc.); supplies and equipment for planting and groundwork. Includes retrofitting of playground equipment.

Park Tools & Equipment: Hand tools, such as rakes, shovels, etc.

Auto Repair (outside shop): Repair of equipment that to the nature of the damage and expertise needed cannot be performed in house. Includes emission-testing fees for Maintenance Division vehicles.

Garage - Tools & Equipment: Specialized tools for the repairs to specific equipment vehicles; repairs to pneumatic tools, jacks, vehicle lift, etc.

Garage - Consumables: Bulk items such as antifreeze, window cleaners, shop chemicals, etc.

Tires & Tubes: Replacement of tires/tubes/batteries on all town owned vehicles.

Landfill Disposal Fees: Charges for disposal of all regular refuse collected and bulky items collected on Special Trash days - mixed materials. A portion of this amount is rebated from Prince George's County. This also includes charges for appliance recycle/disposal (*charges for removal of toxic substances from all appliances before disposal are recouped from resident.*)

Recycling Contract: MES (Maryland Environmental Service mulching of leaves and brush, etc)

Material & Supplies: Water jugs, drinking cups, re-supplying first aid kits, burlap hauling sacks, etc.

Equipment Repair & Maintenance: cost of major repairs to transmissions, differentials, motors and tailgate assemblies performed by manufacturers and dealers for refuse collection vehicles. Includes emission-testing fees for Sanitation vehicles.

PUBLIC WORKS - DIVISIONS

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019	
<u>STREET MAINTENANCE DIVISION</u>							
01-12-8010	Street Repair	2,588	1,002	10,000	10,000	10,000	
01-12-8020	Streets - Subcontract Work		895	5,000	5,000	5,000	
01-12-8030	Snow/Ice Removal	28,045	5,085	25,000	12,000	25,000	
01-09-9080	Sidewalk/Curb/Gutter	9,583	193,617	15,000	15,000	85,000	CIP
01-09-9090	Road Projects	217,590	295,631	258,000	258,000	639,000	CIP
<u>STREET LIGHT MAINTENANCE DIVISION</u>							
01-12-8070	Street Light Utilities	72,120	71,156	74,000	72,000	74,000	
01-09-9020	Street Light (Install/Repair/Convert)	3,104	6,177	3,000	30,000	3,000	CIP
<u>STORMWATER MANAGEMENT DIVISION</u>							
01-12-8100	Stormdrain - equipment	0	0	0	0	0	CIP
01-12-8110	Stormdrain - materials & supplies	0	0	107,000	150,000	0	
<u>PARKS AND OPEN SPACE DIVISION</u>							
01-12-8200	Tree Service	25,957	37,642	50,000	40,000	50,000	
01-12-8210	Park Supplies	15,313	13,300	20,000	15,000	20,000	
01-12-8220	Park Tools/Equipment	1,558	1,894	1,000	3,000	2,200	
01-09-9030	Park Development	84,190	153,893	85,500	100,000	178,250	CIP
01-09-9040	Land Acquisition	0	0	10,000	0	0	CIP
01-09-9050	Beautification Master Plan	0	18,575	17,500	5,000	5,200	CIP
<u>GARAGE & EQUIPMENT DIVISION</u>							
01-12-8300	Auto Repair (Outside Shop)	61,091	34,189	35,000	45,000	37,000	
01-12-8310	Vehicle Repair Parts	36,081	33,574	38,000	45,000	45,000	
01-12-8320	Garage - Tools & Equipment	3,807	5,186	9,000	10,000	10,000	
01-12-8330	Garage - Consumables	14,693	18,647	25,000	22,000	25,000	
01-12-8340	Tires & Tubes	18,822	32,997	23,000	23,000	23,000	
01-12-8350	Gas/Oil/Grease	93,898	89,929	170,000	100,000	120,000	
<u>SANITATION DIVISION</u>							
01-12-8400	Landfill disposal fees (appliances)	114,613	94,151	120,000	90,000	100,000	
01-12-8410	Recycling Contract (MES mulching)	3,100	31,720	14,000	16,000	17,000	
01-12-8420	Sanitation - Materials & Supplies	8,465	1,913	1,000	11,000	3,500	
01-12-8430	Composting bins	0	0	0	0	0	
01-12-8440	Sanitation - Equipment Repair	11,275	9,921	7,000	8,000	8,000	
01-12-8450	Recycling disposal fees	2,634	3,857	5,000	17,000	17,000	
Total Public Works - Divisions		828,527	1,154,951	1,128,000	1,102,000	1,502,150	

CAPITAL IMPROVEMENT PROGRAM - SUMMARY

This is a summary of all Capital Outlays expensed by Department:

The following pages are detailed explanations of Capital Outlays & projections for a 5 yr Capital Improvement Program.

ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019
<u>GENERAL GOVERNMENT</u>						
01-09-9000	Municipal Building	0	0	205,000	250,000	175,000
01-09-9010	ADA Compliance	0	0	0	0	0
<u>STREET LIGHTS</u>						
01-09-9020	Conversion/Installation	3,104	6,177	3,000	30,000	3,000
<u>PARKS & DEVELOPMENT</u>						
01-09-9030	Park Development [POS]	84,190	153,893	85,500	100,000	178,250
01-09-9040	Land Acquisition [POS]	0	0	10,000	0	0
01-09-9050	Green Space Beautification	0	18,575	17,500	0	5,200
<u>PUBLIC WORKS FACILITIES</u>						
01-09-9060	Buildings/Facilities/ Yard	19,096	6,500	88,000	0	211,000
01-09-9070	Recycling/Composting Site	0	0	0	0	0
01-12-8100	Stormwater	0	0	0	0	0
<u>STREET IMPROVEMENTS</u>						
01-09-9080	Sidewalk/Curb/Gutter	9,583	193,617	15,000	15,000	85,000
01-09-9090	Road Projects	217,590	295,631	258,000	258,000	639,000
<u>DEBT SERVICE</u>						
01-09-9100	Bond for Police Station	109,510	110,855	109,510	111,985	107,900
<u>CDBG PROJECTS</u>						
01-09-9110	ADA Accessibility Retrofit	0	0	0	0	0
<u>POLICE STATION</u>						
01-09-9120	Buildings/Facilities	0	0	0	0	0
<u>VEHICLES</u>						
	Administration	0	0	0	0	0
01-09-9130	Police Department	63,600	168,695	150,000	150,000	162,000
01-09-9140	Public Works	117,540	79,853	176,500	177,000	184,000
<u>EQUIPMENT / FURNISHINGS</u>						
01-09-9150	Administration	0	0	0	7,000	0
01-09-9160	Cable Equipment	0	0	1,000	900	1,000
01-09-9170	Police Department	9,491	214,571	50,000	51,000	72,500
01-09-9180	Public Works Department	0	52,969	38,500	39,000	26,600
TOTAL CII (expensed by Dept. - do not add to Total)						
		633,704	1,301,336	1,207,510	1,189,885	1,850,450

CAPITAL IMPROVEMENT PROJECT:

TOWN BUILDING

PROJECT NARRATIVE:

It has been determined that Town Hall should undergo certain renovations and repairs over time. Some items are cosmetic (i.e. paint, landscaping, etc...) in nature. Future years include work to be performed to improve overall energy efficiency, safety, function and use.

BUDGET YEAR: Gym Air Conditioning (\$175,000)

BY + 1: Painting exterior of Community Center (\$20,000).

BY + 2: Emergency lighting (\$3,000).

BY + 3: New Egress from Town Park (\$69,000).

BY + 4: Renovate Gym Rest Rooms ADA Accessible (\$30,000)

BY +5:

PROJECT DETAIL

Dept: General Government Activity: Public Buildings Project #: GG-1

Name of Project: Town Hall

Location: 6401 Forest Road

Description: Improvement and upgrading of the Town's administrative building.

Year Authorized: 2002 Completion Date: 2020 Percent Completed:

Municipal Bldg. Capital Outlay 01-09-9000 (p.3)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	175,000		3,000		
Equipment/Materials		20,000		69,000	30,000
Other					
TOTALS	175,000	20,000	3,000	69,000	30,000

CAPITAL IMPROVEMENT PROJECT:

STREET LIGHTS

PROJECT NARRATIVE:

The Town now has a mix of the remaining mercury vapor (white light) and sodium vapor (yellow light) street lighting. Conversion of the mercury vapor and sodium vapor to LED lighting is anticipated in future budget years. The Town is waiting for Pepco to be able to provide LED lighting and meter the cost savings for their use. This line item also provides for installation of streetlights at new locations.

BUDGET YEAR: New lighting at two locations to be determined (\$3,000).

BY + 1: Conversion to LED (\$20,000).

BY + 2: Conversion to LED (\$20,000).

BY + 3: Conversion to LED (\$20,000).

BY + 4: Conversion to LED (\$20,000).

PROJECT DETAIL

Dept: General Government Activity: Street Lights Project #: GG-2

Name of Project: Conversion of Street Lights/New Street Lights

Location: _____

Description: Conversion of all remaining mercury lighting and high-pressure sodium vapor lights to LED. Installation of new streetlights.

Year Authorized: 1990 Completion Date: 2025 Percent Completed: 30%

Street Light (Install/Repair/Convert) **01-09-9020 (p.19)**

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials	3,000	20,000	20,000	20,000	0
Other					
TOTALS	3,000	20,000	20,000	20,000	0

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
	3,000					

CAPITAL IMPROVEMENT PROJECT:

LAND ACQUISITION

PROJECT NARRATIVE:

Mayor and Town Council are actively pursuing a program of acquisition of open space areas around the Town to assure a legacy of parks and green space for future residents.

BUDGET YEAR: No items slated

BY + 1: Potential Land Acquisition (\$260,000).

BY + 2: Magruder Spring Additions - \$40,000

BY + 3: Ashe property Parkway @ Arbor - \$40,000.

BY + 4: Ashe property Parkway @ Arbor - \$40,000.

BY + 5:

PROJECT DETAIL

Dept: General Government Activity: Public Use Lands Project #: GG-3

Name of Project: Land Acquisition

Location: Determined properties

Description: Program Open Space funds already reserved

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Land Acquisition 01-09-9040 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition	0	40,000	40,000	40,000	260,000
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS	0	40,000	40,000	40,000	260,000*

see below

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State POS Funds	*OTHER	POS Reserve
	10,000				260,000	

*Addison Row Developer – Land Acquisition Fund

CAPITAL IMPROVEMENT PROJECT: AMERICANS WITH DISABILITIES ACT COMPLIANCEPROJECT NARRATIVE:

This capital improvement page addresses the requirements of physical barriers throughout the Town, under the ADA.

BUDGET YEAR: Curb access funded through Road Projects - page 32.

BY + 1: Construction of curb access on town streets (\$5,000).

BY + 2: Construction of curb access on town streets (\$5,000).

BY + 3: Construction of curb access on town streets (\$5,000).

BY + 4: Construction of curb access on town streets (\$5,000).

PROJECT DETAIL

Dept: General Government Activity: Accessibility Retrofit Project #: GG-4

Name of Project: Americans With Disabilities Act (ADA) Compliance

Location: Public Use Areas

Description: Implementation of the ADA compliance requirements

Year Authorized: 1992 Completion Date: _____ Percent Completed: _____

ADA Compliance 01-09-9010 (p.3)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation		5,000	5,000	5,000	5,000
Equipment/Materials					
Other					
TOTALS	0	5,000	5,000	5,000	5,000

Sources of Funds:

Gen. Revenues Bonds/Loans Federal Funds State Funds Spec. Asses. Other

CAPITAL IMPROVEMENT PROJECT:

TOWN PARK DEVELOPMENT

PROJECT NARRATIVE:

A Town Park Master Plan was adopted in 1991 for improvement of Town Park ballfields and other recreational facilities. The Master Plan Improvements were completed in 2015. The Master Plan was amended in 2013 adding different Capital Improvement projects.

BUDGET YEAR: **Repairs to Town Park Pavilion (\$15,500).**
 Dog Park Addition (\$75,000)

BY + 1: Track Resurfacing (\$50,000).

BY + 2: Stage Canopy (\$35,500) [75% POS].

BY + 3: Master Plan Grounds Improvement (\$20,000).

BY + 4:

PROJECT DETAIL

Dept: Public Works Activity: Park Development Project #: PW-1a

Name of Project: Town Park Development
 Location: Town Park - 6401 Forest Road
 Description: Implementation of 1991 Master Plan as amended (2015) for Town Park recreational areas

Year Authorized: 1991 Completion Date: 2025 Percent Completed: 80%

Park Development **01-09-9030 (p.19)**

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation		10,000	50,000	35,500	20,000
Equipment/Materials	90,500				
Other					
TOTALS	90,500	10,000	50,000	35,500	20,000

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
	90,500					

CAPITAL IMPROVEMENT PROJECT:

GAST PARK DEVELOPMENT

PROJECT NARRATIVE:

The playground equipment replacement program was considered by the Mayor and Council in 1994, resulting in the removal and replacement of certain equipment in the park. The Master Plan improvements were completed in 1997. In 2008 new equipment was installed and older equipment removed.

BUDGET YEAR: No Items Slated

BY + 1: Install accessible pathways \$10,000.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: Public Works Activity: Park Development Project #: PW-1b

Name of Project: Gast Park Development

Location: Inwood & Parkway Triangle

Description: _____

Year Authorized: FY95 Completion Date: 1997/2020 Percent Completed: 90%

Park Development 01-09-9030 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation		10,000			
Equipment/Materials					
Other					
TOTALS	0	10,000	0	0	0

Sources of Funds: Gen. Revenues Bonds/Loans Federal Funds State Funds Spec. Asses. Other

CAPITAL IMPROVEMENT PROJECT:

BOYD PARK DEVELOPMENT

PROJECT NARRATIVE:

A Boyd Park Master Plan was adopted in 1993 for improvement of park playgrounds and ballfields. The Master Plan improvements were completed in 2002.

BUDGET YEAR: No items slated. (\$000)

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

1. Dept: Public Works Activity: Park Development Project #: PW-1c

Name of Project: Boyd Park Development

Location: 1800 block of 64th Avenue

Description: _____

Year Authorized: 1993 Completion Date: 2002 Percent Completed: 100%

Park Development 01-09-9030 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation		0	0	0	0
Equipment/Materials					
Other					
TOTALS	0	0	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

LAURENCE WOODWORTH PARK DEVELOPMENT

PROJECT NARRATIVE:

This incorporates the Woodworth Park Master Plan as prepared in 1976.

BUDGET YEAR: Woodworth Park Playground Upgrade (\$77,750) [POS 75%]BY + 1: No items slated.BY + 2: No items slated.BY + 3: No items slated.BY + 4: No items slated.PROJECT DETAILDept: Public Works Activity: Park Development Project #: PW-ldName of Project: Laurence Woodworth Park DevelopmentLocation: Cheverly Park Drive and Wayne PlaceDescription: Implementation of park Master PlanYear Authorized: 1976 Completion Date: _____ Percent Completed: 100%**Park Development 01-09-9030 (p.19)**

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials	77,750				
Other					
TOTALS	77,750	0	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
19,425			58,325		

CAPITAL IMPROVEMENT PROJECT:

CHEV-TUX PARK DEVELOPMENT

PROJECT NARRATIVE:

The Town, through a *Use Agreement* with the Prince George's County School Board, completed the Master Plan to improve the overall condition of the field and play areas in 2001. Amendments to the Master Plan were made in 2005.

BUDGET YEAR: No items slated.BY + 1: No Items slated.BY + 2: No items slated.BY + 3: No items slated.BY + 4: No items slated.PROJECT DETAIL

Dept: Public Works Activity: Park Development Project #: PW-1e

Name of Project: Chev-Tux Park Development (Master Plan 1997-completed 2001)

Location: Tuxedo Road at Belleview Avenue

Description: _____

Year Authorized: 1997 Completion Date: 2001 Percent Completed: 100%

Year Authorized: 2005 Completion Date: 2007 Percent Completed: 100%

Park Development 01-09-9030 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS	0	0	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

BEECHER ST / PINKEY PARK DEVELOPMENT

PROJECT NARRATIVE: This property was acquired through the Department of Housing and Urban Development (HUD) "Good Neighbor" Program for \$1. The Town has removed the abandoned structure and developed the park under a State Community Parks Legacy Grant. In 2013 the Town purchased the property next door, removed the structure and expanded the park.

BUDGET YEAR: No items slated.

BY + 1: No items slated

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: Curb, gutter, rain garden, and sidewalks (\$40,000) 75% POS

PROJECT DETAIL

Dept: Public Works Activity: Park Development Project #: PW-1f

Name of Project: Beecher St / Pinkey Park Development

Location: 5900 Beecher Street

Description: _____

Year Authorized: 2001 Completion Date: 2002 Percent Completed: 90%

Park Development 01-09-9030 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					40,000
Equipment/Materials					
Other					
TOTALS	0	0	0	0	40,000

Sources of Funds:

Gen. Revenues Bonds/Loans Federal Funds State Funds Spec. Asses. Other

CAPITAL IMPROVEMENT PROJECT:

PUBLIC WORKS FACILITY

PROJECT NARRATIVE:

The Public Works Facility includes the administrative office, the vehicle bays and the yard.

BUDGET YEAR: **Construction Plans – Public Works Facility. (\$175,000)**
Garage Bay Floor Repairs. (\$36,000)

BY + 1: Garage Bay Overhead Door Motors. (\$28,000).

BY + 2: No item slated.

BY + 3: Construction of New Public Works Offices (\$2,000,000).

BY + 4: No Items slated.

BY + 5: No items slated

PROJECT DETAIL

Dept: Public Works Activity: Equipment Maintenance Project #: PW-2
 Name of Project: Public Works Maintenance Facility
 Location: Public Works Yard - 6401 Forest Road
 Description: Construction of EPA required water quality issues.

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

PW BUILDING/FACILITY/YARD **01-09-9060 (p.16)**

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer	175,000				
Construct/Renovation	36,000			2,000,000	
Equipment/Materials		28,000			
Other					
TOTALS	211,000	28,000		2,000,000	0

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
	211,000					

CAPITAL IMPROVEMENT PROJECT:

ROAD CONSTRUCTION PROJECTS

PROJECT NARRATIVE:

This 5-year plan, prepared by Public Works, attempts to address the worst streets first. Grants and Speed Camera Revenue can be used for various pedestrian safety related construction.

BUDGET YEAR: **Lake Avenue from Kilmer Street to Forest Road (\$289,000)**
 Traffic Study Improvements (\$175,000)
 Partial Street Repairs (\$175,500)

BY + 1: Inwood Street intersection at Hillside Avenue (\$24,500).

BY +2: Inwood Street from Bellevue Avenue to Lake Avenue (\$43,500).

BY + 3: 63rd Place from 63rd Avenue to Inwood (\$147,500)

BY + 4: Bellevue Avenue from Forest Road to Cheeverly Avenue (\$62,300)

PROJECT DETAIL

Dept: Public Works Activity: Streets Repair Project #: PW-3

Name of Project: Street Repair and Construction

Location: see list above

Description: Basic elements of most street repairs: **Milling and Overlay with Curb Access and Raised Crosswalks**

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Road Projects 01-09-9090 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	639,000	75,000	75,000	24,500	43,500
Equipment/Materials					
Other					
TOTALS	639,000	75,000	75,000	24,500	43,500

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
639,000					

CAPITAL IMPROVEMENT PROJECT:

YARD WASTE RECYCLING-LEAF COMPOSTING SITE

PROJECT NARRATIVE:

This site is serving to treat and recycle leaves, grass clippings and yard waste, in an attempt to address the growing stress placed on the existing landfills, and the global need to protect the environment.

BUDGET YEAR: No items slated.

BY + 1: Resurface Public Works Yard (\$176,000).

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: Public Works Activity: Yard Waste Recycling Project #: PW-4

Name of Project: Yard Waste Recycling - Composting

Location: Public Works Yard

Description: Pick-up and composting of leaves, twigs, grass clippings and recycling back to residents as mulch.

Year Authorized: 1990 Completion Date: _____ Percent Completed: _____

Recycling/Compost Facility 01-09-9070 (p.16)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation		176,000			
Equipment/Materials					
Other					
TOTALS	0	0	0	0	0

Sources of Funds:

Gen. Revenues Bonds/Loans Federal Funds State Funds Spec. Asses. Other

CAPITAL IMPROVEMENT PROJECT:

SIDEWALK/CURB/GUTTER REPAIR AND CONSTRUCTION

PROJECT NARRATIVE:

This capital improvement addresses the replacement of sidewalk, curb and gutter areas, which have deteriorated over time.

BUDGET YEAR: Various locations are fixed as budget allocation allows, using a priority list determined by the Public Work's periodic Town Survey. **(\$85,000)**

Currently replacement costs are approximately:

\$19 per linear foot of curb and gutter

\$4.50 per sq.ft. of sidewalk (**\$72** per 16sq.ft. or 4'x4' block of sidewalk).

BY + 1: Crest (2500, 2600 blocks-even side) [840 ft], and Crest (3000 block) [900 ft.]

BY + 2: Carlyle (700 ft. from 59th Avenue to Crest (on 5701 block side)

BY +3: 64th Avenue (320 ft. from Inwood to Jason Street).

BY + 4: 63rd Avenue (from 3105 towards St. Ambrose, 1800 ft. to Gladys Noon Spellman, 352 to Kilmer)

PROJECT DETAIL

Dept: Public Works Activity: Street Work Project #: PW-6

Name of Project: Sidewalk-Curb-Gutter Repair & Construction

Location: _____

Description: Repair of deteriorated sidewalks, curbs and gutters. Construction of new sidewalks, curbs and gutters.

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Sidewalk/Curb/Gutter 01-09-9080 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	85,000	30,000	30,000	30,000	30,000
Equipment/Materials					
Other					
TOTALS	85,000	30,000	30,000	30,000	30,000

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
85,000					

CAPITAL IMPROVEMENT PROJECT:

GREEN SPACE BEAUTIFICATION

PROJECT NARRATIVE:

This capital improvement page incorporates the Town of Cheverly's Town Property Beautification Master Plan. The items listed involve funding and activities above the routine maintenance contained within the Parks Division operating budget.

BUDGET YEAR: Lighting Bollards – Legion Park (\$5,200).

BY +1: Construction of Message Sign at Bellamy Park Triangle (\$35,000)

BY + 2: Construction of Stone Entrance Sign at Cheverly Ave & Columbia Park Rd. (\$65,000)

BY + 3: Construction of Entrance Sign at Boyd Park (\$65,000).

BY + 4: No items slated.

BY + 5: No items slated.

PROJECT DETAIL

Dept: Public Works Activity: Parks & Grounds Project #: PW-7

Name of Project: Beautification of Green Space

Location: _____

Description: _____

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Beautification Master Plan 01-09-9050 (p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation		35,000	65,000	65,000	
Equipment/Materials	5,200				
Other					
TOTALS	5,200	35,000	65,000	65,000	0

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
	5,200					

CAPITAL IMPROVEMENT PROJECT:

COMMUNITY DEVELOPMENT BLOCK GRANT

PROJECT NARRATIVE:

The Town receives Community Development Block Grant (CDBG) Funds as a participant in the Prince George's County Community Development Program. The Town began participating in this program in FY91. Currently, the Town has no items slated.

BUDGET YEAR: No items slated.

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: General Government Activity: Community Development Project #: CDBG

Name of Project: _____

Location: _____

Description: _____

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

CDBG-ADA Retrofit 01-09-9110 (p.16)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS	0	0	0	0	0

Sources of Funds: Gen. Revenues Bonds/Loans Federal Funds State Funds Spec. Asses. Other

CAPITAL IMPROVEMENT PROJECT:

POLICE STATION FACILITY

PROJECT NARRATIVE:

The Town completed the Cheverly Police Station in 2007. The facility houses the Cheverly Police Staff and its operations.

BUDGET YEAR: No items slated.

BY + 1: Trailer cover/awning (\$8,000).

BY + 2: Site-tight fencing to the rear of property (\$9,000).

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: Police Activity: Law Enforcement Project #: PD-1

Name of Project: Cheverly Police Station (completed 2007)

Location: 6401 Forest Road

Description: Improvement and upgrading of the Police Station Facilities

Year Authorized: 2000 Completion Date: 2007 Percent Completed: 100%

POLICE STATION 01-09-9120 (p.13)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation			9,000		
Equipment/Materials	0	8,000			
Other					
TOTALS	0	8,000	9,000	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
0					

CAPITAL IMPROVEMENT PROJECT:

KILMER PARK

PROJECT NARRATIVE:

The Town purchased Kilmer Park in 2015. This 1.3 acre heavily wooded parcel includes a house and garage structure. The Mayor and Council anticipate a year-long planning process to determine the highest and best use of the site.

BUDGET YEAR: Front Gate Repair (\$10,000).

BY + 1: Master Plan Preparation (\$6,000).

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: Parks & Recreation Activity: Parks & Rec Project #: PW-6

Name of Project: Kilmer Street Park

Location: 6301 Kilmer Street

Description: Park Open Space

Year Authorized: 2015 Completion Date: 2020 Percent Completed: 0%

POLICE STATION 01-09-9120 (p.13)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer		6,000			
Construct/Renovation	10,000				
Equipment/Materials	0				
Other					
TOTALS	10,000	6,000	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
10,000					

CURRENT FLEET OF VEHICLES -
and PROPOSED CAPITAL OUTLAY FOR REPLACEMENT & ACQUISITION

FY-2019

YEAR	YR & MAKE	MODEL	ID NUMBER	COST	LIFE	SCHD	Budget replace	NOTE	BUDGET
ADMINISTRATION									
FY 2013	2013 Dodge	Charger	2C3CDXBG1CH281847	21,000	10	2023			
							(pg. 9)	01-09-	0 CIP
POLICE / PUBLIC SAFETY DEPARTMENT									
FY 2007	2006 TRAF	Sign & Trailer #TRL01	0706ADS5813	18,657	20	2027			
FY 2017	2017 Ford	Utility #856	1FM5K8AR2HGC86976	50,000	10	2027			
FY 2017	2017 Ford	Utility #857	1FM5K8AR4HGC78720	50,000	10	2027			
FY 2017	2017 Ford	Utility #858	1FM5K8AR0HGC86975	50,000	10	2027			
FY 2017	2017 Ford	Utility #859	1FM5K8AR4HGC86977	50,000	10	2027			
FY 2017	2017 Ford	Utility #860	1FM5K8AR9HGC07029	50,000	10	2027			
FY 2010	2010 Ford	Crown Vic # 837	2FABP7BV7AX100563	32,000	8	2018			
FY 2010	2010 Ford	Crown Vic # 839	2FABP7BV7AX139847	32,000	8	2018			
FY 2011	2011 Ford	Crown Vic # 840	2FABP7BV5AX139846	32,000	8	2019			54,000
FY 2011	2011 Ford	Crown Vic # 841	2FABP7BV3AX139845	32,000	8	2019			54,000
FY 2011	2011 Ford	Crown Vic # 842	2FABP7BV1AX139844	32,000	8	2019			54,000
FY 2011	2012 Dodge	Charger # 845	2B3CL1CT3BH597905	32,000	8	2020			
FY 2011	2012 Dodge	Charger # 844	2B3CL1CT5BH597906	32,000	8	2020			
FY2011	2011 TRAF	Trailer	1P91C1011BG301211	10,000	10	2021			
FY2013	2013 Ford	Taurus # 846	1FAHP2M83DG132490	25,300	10	2023			
FY2014	2014 Ford	Interceptor #848	1FM5K8AR9EGA33326	38,900	10	2024			
FY2014	2014 Ford	Interceptor #849	1FM5K8AR9EGA33327	38,300	10	2024			
FY 2013	1993 Humvee	Humvees #847	129733	0	30	2033			
FY2014	2014 Ford	Utility #850	1FM5H8ARIEGCU8152	42,200	10	2024			
FY2014	2014 Ford	Utility #851	1FM5H8ARIEGCU8153	39,400	10	2024			
FY 2015	2015 Ford	Utility #852	1FM5K8ARUFGA56799	4,700	10	2024			
FY 2016	2016 Ford	Utility #853	1FM5K8AR2oGAT1686	43,500	10	2024			
FY 2017	2017 Ford	Utility #854	1FM5K8AR4HGA62737	45,000	10	1027			
FY 2017	2017 Ford	Utility #855	1FM5K8ARHGA62738	45,000	10	2027			
Code Enforcement									
FY 2012	2012 Ford	Escape #843	1FMCU0DG1BKB95733	21,000	8	2020			
							(pg. 13)	01-09-9130	162,000 CIP
PUBLIC WORKS									
FY 2014	2014	Trash Truck#TT3	5VCACLUF3EH217257	240,000	10	2024			
FY 1992	1992 GMC	Trash Truck #18	4V2DCFM03NN650960	98,000	8	2000			
FY 2002	2002 Volvo	Trash Truck #17	4V2DC6UE22N334034	133,000	8	2010			
FY 2005	1994 Mack (used)	Trash Truck #7	1M2B218C1RM003000	35,000	5	2010			
FY 1997	1997 GMC	Dump Truck #2	1GDK7H1J8VJ509390	78,900	15	2012			90,000
FY 2003	2003 Ford	Dump Truck #20	1FDAF57F33EA29845	65,900	15	2018			
FY 2006	2005 GMC	Dump Truck #19	1GDJ7C1385F529660	65,647	15	2020			
FY 2003	1999 Ford	Explorer Sport #26	1FMZU24E1XUA69551	13,020	10	2009			
FY 2006	2005 Ford	Pickup F350 - #15	1FTWF315X5EA79756	24,353	10	2016			
FY 1993	1993 GMC	RecycleTruck #9	1GDG6H1J0PJ506382	67,500	20	2013			
FY 2006	2006 International	Trailer	1ZFUF14395B001985		20	2026			
FY 2005	2004 E-Z Dumper	Trailer	5H2TGG1224W008666	1,910	20	2025			59,000
FY 2011	Ford F550 #27	Dump Truck	1FDUF5GT3BEB41806		20	2021			
FY 2011	Ford F550 #28	Dump Truck	1FDUF5HT7BEB41807		20	2021			
FY 2011	Ford F550 #29	Dump Truck	1FDUF5HT9BEB41808		20	2021			
FY 2005	2005 CASE	58M108 Backhoe	N4C382424	64,998	20	2025	(Year 1 of 4 Year Lease		35,000
FY 2013	2012 Dodge	ChargerPW#1	2C3CDXBG2CH108595	23,000	20	2033			
FY 2009	2008 Dodge	4500 Quad Cab #21	3D6WD68A38G148580	41,500	20	2029			
FY 2016	Kubota	SSV6S	JKUS065LJ01S10164						
FY 2017	Ford	F250	1FT7x2B68HEB30629	41,750	20	2037			
FY 2017	Ford	F750	1FDWF7DE3HB07549	48,200	20	2038			
FY 2018	Case	S805N	JJGN58SNHHC743138						
FY 2016	Ford	Dump Truck	1FDUF5HT4GEB87764		20	2037			
FY 2014	1993 Humvee	HumveePW#23	131197	0	30	2033			
							(pg. 16)	01-09-9140	184,000 CIP
Total Vehicle Allocation (ALL DEPTS):									346,000

TOWN OF CHEVERLY - SALARY SCHEDULE

FY 2019

(2.1% COLA applied)

STEPS:

	A	B	C	D	E	F	G	H	Longevity I (3 yrs)	Longevity II (3 yrs)
GRADE 3	30,362 14.60	31,273 15.04	32,211 15.49	33,177 15.95	34,173 16.43	35,198 16.92	36,254 17.43	37,341 17.95	38,462 18.49	39,616 19.05
GRADE 4	32,336 15.55	33,306 16.01	34,305 16.49	35,334 16.99	36,394 17.50	37,486 18.02	38,610 18.56	39,769 19.12	40,962 19.69	42,191 20.28
GRADE 5	34,437 16.56	35,470 17.05	36,535 17.56	37,631 18.09	38,760 18.63	39,922 19.19	41,120 19.77	42,354 20.36	43,624 20.97	44,933 21.60
GRADE 6	36,676 17.63	37,776 18.16	38,909 18.71	40,077 19.27	41,279 19.85	42,517 20.44	43,793 21.05	45,107 21.69	46,460 22.34	47,854 23.01
GRADE 7	39,060 18.78	40,231 19.34	41,438 19.92	42,682 20.52	43,962 21.14	45,281 21.77	46,639 22.42	48,038 23.10	49,480 23.79	50,964 24.50
GRADE 8	41,599 20.00	42,847 20.60	44,132 21.22	45,456 21.85	46,820 22.51	48,224 23.18	49,671 23.88	51,161 24.60	52,696 25.33	54,277 26.09
GRADE 9	44,302 21.30	45,632 21.94	47,000 22.60	48,411 23.27	49,863 23.97	51,359 24.69	52,899 25.43	54,486 26.20	56,121 26.98	57,805 27.79
GRADE 10	47,182 22.68	48,598 23.36	50,056 24.07	51,557 24.79	53,104 25.53	54,697 26.30	56,338 27.09	58,028 27.90	59,769 28.74	61,562 29.60
GRADE 11	50,249 24.16	51,756 24.88	53,309 25.63	54,908 26.40	56,556 27.19	58,252 28.01	60,000 28.85	61,800 29.71	63,654 30.60	65,564 31.52
GRADE 12	53,515 25.73	55,121 26.50	56,774 27.30	58,477 28.11	60,232 28.96	62,039 29.83	63,900 30.72	65,817 31.64	67,791 32.59	69,825 33.57
GRADE 13	56,994 27.40	58,703 28.22	60,465 29.07	62,278 29.94	64,147 30.84	66,071 31.77	68,053 32.72	70,095 33.70	72,198 34.71	74,364 35.75

3% between steps
6.5% between grades

Employees will be evaluated every year before their assigned anniversary date (Jan. or July)

Employees are eligible for a merit/step increase for steps A to H.

After reaching grade H employees are eligible for step increases to Longevity I and Longevity II after 3 years.

(salaryscale)

POLICE DEPARTMENT - SALARY SCHEDULE APPROVED

<u>GRADES</u>	ANNUAL MERIT STEPS:				
	A	B	C	D	E
RECRUIT (uncertified)	41,212 19.81	47,670 22.92			
POLICE OFFICER I	54,812 26.35	56,785 27.30	57,921 27.85		
POLICE OFFICER II	59,057 28.39	62,009 29.81	63,250 30.41	64,515 31.02	
POLICE OFFICER III	65,805 31.64	67,121 32.27	68,463 32.92	69,833 33.57	
POLICE OFFICER IV	71,229 34.24	72,654 34.93	74,107 35.63	75,589 36.34	
SERGEANT	77,101 37.07	78,643 37.81	80,216 38.57	81,820 39.34	83,457 40.12
LIEUTENANT	83,457 40.12	85,126 40.93	86,828 41.74	88,565 42.58	90,336 43.43

-increase from Recruit to PO-I

FEE SCHEDULE**Commodities:**

Copies- single side	\$	0.10	single side	0.15	double side
FAXes	\$	1.00	send & receive		
Clear Bags (for leaves / yard waste)	\$	5.00	/50 bags		
Authorized Signs for posting events	\$	1.00	/ 2 signs		

Park Pavilions - Reservation Fee:	\$	30.00
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Misc. Fees for Public Works services:

Mulch Delivery Fee	\$	25.00		
Appliance recycling fee	\$	20.00	+ \$10 for additional appliances per pickup	
Non-conforming Bulk Trash / times	\$?	P.W. determines by weight	
Social Event/Entertainment	\$	20.00	per event	

Building Permits:

Minimum Permit Fee	\$	10.00		
Projects over \$1,000 - add	\$	3.00	per \$1,000 est. cost of construction	
Driveway Apron (special permit)	\$	25.00		

Business Licenses - Residential (annual)	\$	20.00
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Vending Permit	\$	25.00	per day/ or maximum determined by Town Administrator	
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Solicitors Permit	\$	10.00	per day	
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Rental Housing Permits: (annual)

Single Family Dwellings (100)	\$	100.00		
Multi-unit Dwellings (555)	\$	100.00	per unit	

POLICE FEES:

Accident Report	\$	10.00		
Vehicle Release	\$	40.00		
Late Payment Fees (debt collector)	\$	25.00		
Report Copy	\$	5.00	\$10.00 Accident	No charge for victims
Red Light Camera Violation	\$	75.00		
Speed Camera Violation	\$	40.00		
Flagging Fees	\$	25.00		
Impound Fees	\$	175.00	County Regulated	
Vehicle Forfeiture	\$	350.00		
Storage Fees	\$	50.00	Per Day	

Residential Zone Parking Permits: (annual)

Zone Parking Stickers	\$	5.00		
Senior Citizen Stickers	\$	5.00		
Visitors Permit	\$	2.00		

PARKING TICKETS:

METRO Parking Lot	\$	50.00		
Residential Zone Parking	\$	40.00		
Fire Lane / Fire Hydrant	\$	200.00		
Handicapped Parking	\$	200.00		
Non-Maryland registered vehicles	\$	280.00	MD State	\$50 Town Code 27-8
Other general parking violations	\$	50.00	\$40 residential zone	

MUNICIPAL INFRACTION FEE SCHEDULE:

	Offense	Offense(s)	Offenses
Animal Violations (Chapter 4)	\$ 25.00	50.00	100.00
Housing Code Violations (Chapter 5)	\$ 50.00	50.00	
Dumping, Litter, Garbage (Chapter 10)	\$ 400.00	400.00	
Lot Maintenance (Chapter 18)	\$ 50.00	50.00	
Lot Maint. Abandoned Veh (Chapter 18)	\$ 400.00	500.00	100.00 Admin Fee
Noise Violations (Chapter 19)	\$ 50.00	100.00	
Sign Violations (Chapter 23)	\$ 50.00	100.00	
Industrial Park Covenants Violations	\$ 100.00	200.00	400.00

TOWN OF CHEVERLY**FY 2019****NOTE:** Prior to 2002 assessed value was 40% of full value.

In FY2002 Assessable base is phased in Full Market Value, and tax rates were reduced by 40%, and applied to full value.

ESTIMATED REAL ESTATE ASSESSABLE TAX BASE FOR BUDGET YEAR

		tax rate		estimated revenue
(Full Value)	641,831,856	x .51	=	\$3,273,342
				\$64,183 - approx. yield from \$.01 increase in tax rate
(Multi Val)	29,653,200	x .66	=	\$195,711
Total				\$3,469,054

TANGIBLE PERSONAL PROPERTY TAX RATE

Current Levy: **1.10** /per \$100 of assessed valuation.

COUNTY TAX RATE DIFFERENTIAL * (see below)

- Cheverly residents pay a lower County Tax Rate than unincorporated sections of the County based on the percentage of services the Municipality provides.
- Cheverly residents also DO NOT pay a \$60 County recycling fee.
- Cheverly residents also DO NOT pay a County trash pickup fee.
- Cheverly residents also DO pay a \$62 County Clean Water Act fee.

TOTAL PROPERTY TAX RATES - ALL OVERLAPPING GOVERNMENTS

CHEVERLY TAX RATE		COUNTY Tax Rate	County Rate for Cheverly	Differential *	MARYLAND	MNCPPC PARK & PLANNING	STORMWATER	WASHINGTON SUBURBAN TRANSIT COMM	SUPP EDUCATION		
2001	0.95	2.410	-	2.062	=	0.348	0.21	0.6100	0.1350	0.0650	0.0000
2002	0.38	0.962	-	0.824	=	0.138	0.084	0.2440	0.0540	0.0260	0.0000
2003	0.40	0.962	-	0.825	=	0.137	0.084	0.2440	0.0540	0.0260	0.0000
2004	0.40	0.960	-	0.825	=	0.135	0.132	0.2790	0.0540	0.0260	0.0000
2005	0.40	0.960	-	0.822	=	0.138	0.132	0.2790	0.0540	0.0260	0.0000
2006	0.40	0.960	-	0.820	=	0.140	0.132	0.2790	0.0540	0.0260	0.0000
2007	0.45	0.960	-	0.795	=	0.165	0.112	0.2790	0.0540	0.0260	0.0000
2008	0.48	0.960	-	0.795	=	0.165	0.112	0.2790	0.0540	0.0260	0.0000
2009	0.48	0.960	-	0.795	=	0.165	0.112	0.2790	0.0540	0.0260	0.0000
2010	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000
2011	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000
2012	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000
2013	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000
2014	0.58/0.68	0.960	-	0.838	=	0.122	0.112	0.2790	0.0540	0.0260	0.0000
2015	0.58/0.68	0.960	-	0.852	=	0.108	0.112	0.2790	0.0540	0.0260	0.0000
2016	0.58/0.68	0.960	-	0.830	=	0.130	0.112	0.2790	0.0540	0.0260	0.0000
2017	0.56/0.66	0.960	-	0.835	=	0.125	0.112	0.2790	0.0540	0.0260	0.0000
2018	0.54/0.66	0.960	-	0.835	=	0.125	0.112	0.2940	0.0540	0.0260	0.0400
2019	0.51/0.66	0.960	-	0.835	=	0.125	0.112	0.2940	0.0540	0.0260	0.0400
2020	0.51/0.66	0.960	-	0.835	=	0.125	0.112	0.2940	0.0540	0.0260	0.0400

(State & County tax rates only available after July 1 tax bills come out)

TOTAL

4.0320
1.6120
1.6330
1.7160
1.7130
1.7110
1.7160
1.7460
1.7460
1.7550
1.7550
1.7550
1.7550
0.8247
0.8335
0.8196
0.8228
0.8322
0.8322
0.8322